



CITY OF FORT LAUDERDALE

APPROVED
Meeting Minutes
City of Fort Lauderdale
Community Services Board
March 8, 2021 – 4:00 P.M.
Virtual Meeting via Zoom

October 2020-September 2021

MEMBERS		PRESENT	ABSENT
April Kirk, Chair	P	5	0
Marisol Simon, Vice Chair	P	4	1
Pamela Aiken	A	3	1
Elizabeth Cupido	P	5	0
Christina Disbrow	P	5	0
Mary Kinirons	P	5	0
Christi Rice	P	5	0
Shackera Scott	A	3	1
Terra Sickler	P	4	1
Dana Somerstein	A	2	3

Staff Present

Eveline Dsouza, Senior Administrative Assistant, Housing and Community Development
Simone Flores, CDBG Grants Administrator
Lisa Tayar, Recording Secretary, ProtoType, Inc.

Communication to the City Commission

None.

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

- **Quorum Requirement – As of March 8, 2021, there are 11 appointed members to the Board, which means 7 constitutes a quorum**

Chair Kirk called the meeting to order at 4:04 p.m. Roll was called and the Pledge of Allegiance was recited.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

The following Items were taken out of order on the Agenda.

IV. CDBG

Ms. Williams reviewed the Submittable software platform, which allows Board members to view and score Community Development Block Grant (CDBG) applications online.

Chair Kirk asked if the members will be able to adjust their notes and scores during and after presentations by applicants, or if Staff will need to make these changes. Ms. Williams replied that members should be able to log in during the presentations and discussion to make these changes. The final date by which scores should be submitted before the presentations is April 2, 2021.

Chair Kirk noted that there are eight CDBG and a minimum of six Housing Opportunities for Persons with HIV/AIDS (HOPWA) applications expected. CDBG presentations are scheduled for April 12, with the potential for a second meeting on April 13 at which the Board will discuss and finalize its recommendations. Ms. Williams added that the Board must adhere to a firm timeline: their recommendations are followed by a 30-day public comment period, after which the recommendations are sent to the City Commission by either June or the first meeting in July. CDBG recommendations must be submitted to the U.S. Department of Housing and Urban Development (HUD) by August 2021.

V. HOPWA

Ms. Dsouza stated that HOPWA scoring sheets were sent to the Board members in the Submittable format. Scoring options are limited to high, medium, and low in this format. It was recommended that the scoring sheets be sent in Excel format as well.

Ms. Williams advised that the online HOPWA review process will be significantly condensed from the previous paper applications, as the Submittable format allows many longer questions to be collapsed together into certification and attestation. Staff will inform the members before presentations that all applicants have cleared the certification process.

VI. GOOD OF THE ORDER

Chair Kirk stated that the City will hold a training session for all Board and Committee members on March 30, 2021, at 6 p.m. All members should have received an email notifying them of this session. Topics covered will include the Sunshine Law, advisory body requirements, and other information. A member of the City Attorney's Office will be present to respond to any questions the members may have.

III. APPROVAL OF MINUTES – FEBRUARY 8, 2021

Motion made by Ms. Kinirons, seconded by Ms. Disbrow, to approve the minutes. In a voice vote, the **motion** passed unanimously.

VII. PUBLIC COMMENTS

Francisco Gomez, representing Care Resource, reported that the organization continues to make progress with vaccinations of staff and clients.

VIII. ITEMS FOR THE NEXT AGENDA

It was confirmed that the April meeting(s) will include reviewing and scoring CDBG grant applications and meeting with applicants. All scores must be submitted no later than April 2. Members must attend both meetings in order for their scores to be accepted.

IX. COMMUNICATIONS TO CITY COMMISSION

None.

X. ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 4:39 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]